L E S S O N 5

Using Delta Metrics (ASI TOPPS II) with CalTOP

Lesson Objectives

In this lesson, you will learn how to send ASI TOPPS II data to the CalTOP server and how to verify that your data was accepted by CalTOP.

A. ASI TOPPS II and CalTOP

B. Exporting and Sending ASI TOPPS II Data to the CalTOP Database
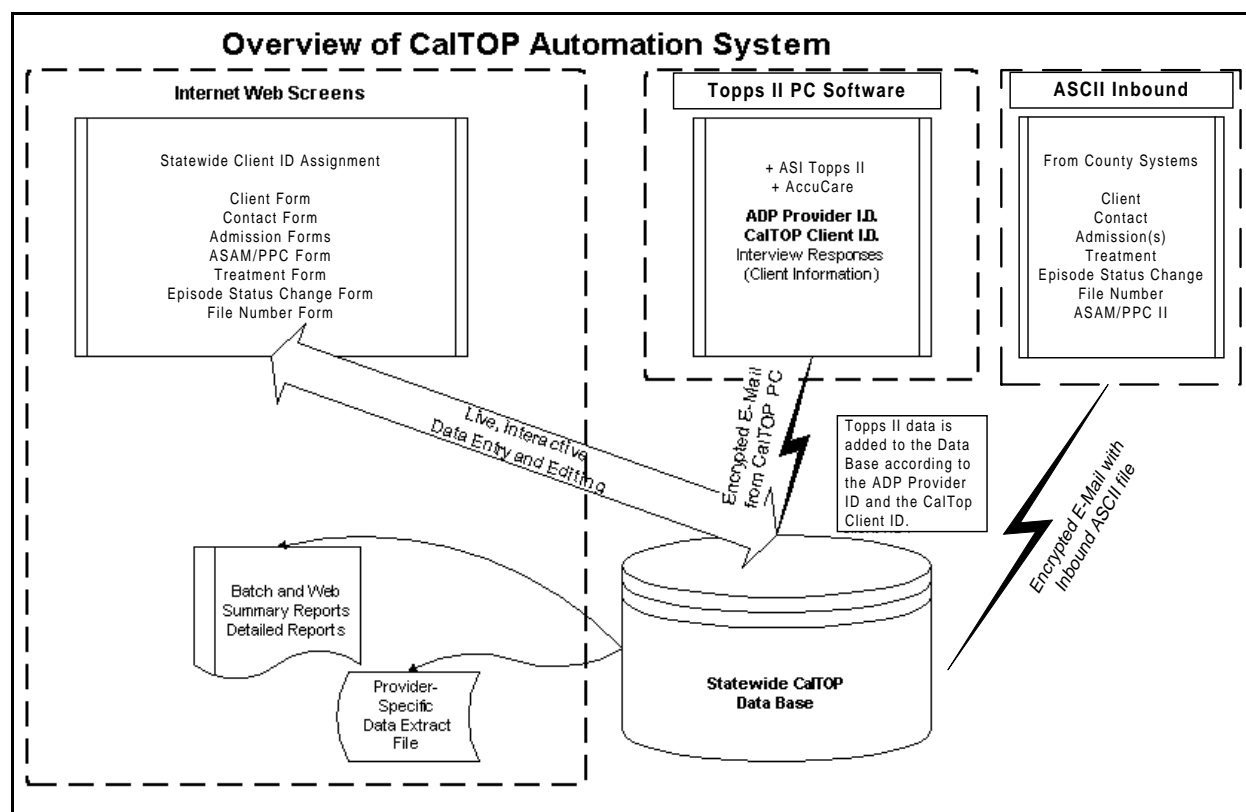
A. ASI TOPPS II and CalTOP

ASI TOPPS II is a computer application that resides on your PC like other software. If you use ASI TOPPS II to enter client Addiction Severity Index (ASI) data, you need to add it to the CalTOP database. This section explains the process for accessing ASI TOPPS II software. In addition, critical information about the differences between entering data in CalTOP and in ASI TOPPS II is provided to help you with the export process covered in the next section.

For more information on entering client data in ASI TOPPS II, see your *ASI TOPPS II Software Users Guide – November 1999.*

ASI TOPPS II information about codependents should not be collected.

Overview of CalTOP Automation System

Internet Web Screens

Statewide Client ID Assignment

Client Form
Contact Form
Admission Forms
ASAM/PPC Form
Treatment Form
Episode Status Change Form
File Number Form

Topps II PC Software

+ ASI Topps II
+ AccuCare

ADP Provider I.D.
CalTOP Client I.D.
Interview Responses
(Client Information)

ASCII Inbound

From County Systems

Client
Contact
Admission(s)
Treatment
Episode Status Change
File Number
ASAM/PPC II

Live, Interactive Data Entry and Editing

Encrypted E-Mail from CalTOP PC

Topps II data is added to the Data Base according to the ADP Provider ID and the CalTop Client ID.

Encrypted E-Mail with Inbound ASCII file

Batch and Web
Summary Reports
Detailed Reports

Provider-Specific Data Extract File

Statewide CalTOP Data Base

Accessing ASI TOPPS II

To begin entering client data in ASI TOPPS II, you need to log on to the program.

Task 1:   Logging On to ASI TOPPS II

What to do	Results/Comments
1. Open ASI TOPPS II from your computer desktop.	You can either double-click the icon, or right-click the icon, then click **Open**. The ASI TOPPS II login screen is displayed.

2. In the **EnterUserID** list, type or select your user name.	Type '**SA**' to access ASI TOPPS II for the first time. You can change this value after you have successfully logged on.
3. In the **Enter Password** field, type your password.	Type '**SA**' to access ASI TOPPS II for the first time. You can change this value after you have successfully logged on.
4. Click **Login**.	The Main Menu is displayed.

What to do   **Results/Comments**
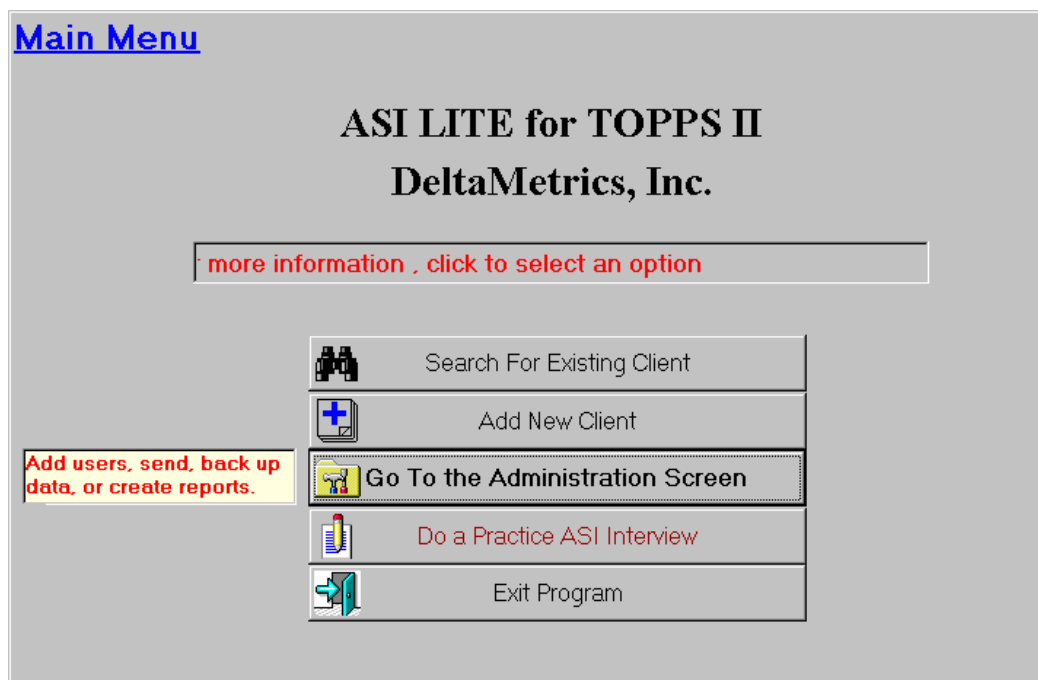
Data Entry Requirements

The CalTOP system has more stringent data entry requirements than the ASI TOPPS II software. There are some data values that are acceptable in ASI TOPPS II, but will be rejected by CalTOP.

Before entering client information in ASI TOPPS II, make sure you have your CalTOP Provider ID (ADP ID), as well as the client's CalTOP Client ID. To find your CalTOP Provider ID, look on the Provider Profile page in the CalTOP system. For more information on CalTOP Client IDs, see "Using Client IDs and Client File Number IDs" on page 27.

If you enter data in ASI TOPPS II to be added to the CalTOP system, follow these guidelines to make sure the data you enter is transferable:

Enter the CalTOP information left-justified, no spaces.

Field Name Mapping

Field Name in ASI TOPPS II	Field Name in CalTOP
CA Client ID	CalTOP Client ID
CA Provider ID	CalTOP Provider ID

Additional Data Entry Requirements

Field Name in ASI TOPPS II	Data Entry Requirement
T3. Date of admission	Must be less than or equal to today.
T4. Date of interview	Must be less than or equal to today.
T12. Number of Days	The number of days for the past 6 months must be greater than or equal to the number of days for the past 30 days, even if different controlled environments are involved. The number of days over the past 30 days is a subset of the number of days in the past 6 months. CalTOP will accept a positive integer or 'X' in these fields.
T17. Pregnant at Time of Admission	Specify 'N' if male. CalTOP converts this value to 'M'.
T18. Prenatal Care	Specify 'N' if male. If you selected 'N' in the T17. Pregnant at Time of Admission field, this value must be 'N' or 'X.'
T27. Primary Drug Problem	Unless the client is recorded as a codependent, all parts of T27 are required and '01' (none) is not an accepted value.

Additional Rules

- The system Short Date style must be set to "MM/DD/YYYY" (accessible through the Regional Settings in the Control Panel) to ensure that dates are stored correctly with 4-digits years in the Delta Metrics software.

- Comments entered in ASI TOPPS II are not transferred to CalTOP.

- Do not skip questions in ASI TOPPS II. For those questions you do not have answers for, type 'X'. CalTOP interprets this entry as "not answered."

- All ASI TOPPS II records must contain a CalTOP Client ID or File Number ID. If a CalTOP client ID doesn't exist for a particular client in the ASI TOPPS II database, you must create one in the

CalTOP system, then add it to the record in ASI TOPPS II. For more information about Client IDs and File IDs, see "Using Client IDs and Client File Number IDs" on page 27.

- You cannot export an ASI TOPPS II record until it has been closed.

- Values entered in the following fields in ASI TOPPS II are *not* transferred to the CalTOP system. You must enter values for these fields directly into the *Client Information* form in CalTOP:

  - G2. Social Security Number

  - T6. Gender

  - T8. Date of Birth

  - T9. Ethnic Group

  - T10. Race

  - G18. Religious Preference

B. Exporting and Sending ASI TOPPS II Data to the CalTOP Database

After you enter ASI information, you need to export the data to the CalTOP server. You can use one export file to send several ASI records.

> ⚠ You must exchange computer certificate information with ADP before you can send ASI TOPPS II data to CalTOP. For more information, see "ECXpert Certificate Exchange" on page 229.

This section shows you how to create and export data files to CalTOP, how to troubleshoot unsuccessful exports, and how to respond to e-mail messages from ECXpert. For more information on entering data in ASI TOPPS II software, see the *ASI TOPPS II Software Users Guide – November 1999*.

> ✎ ADP recommends that you export ASI information to CalTOP regularly — either daily or weekly — with no more than 100 ASIs included in each export file.

> ⚠ Only completed and closed ASI TOPPS II records can be exported and added to the CalTOP database.

Sending ASI TOPPS II Data to the CalTOP Server

After you have entered the data in ASI TOPPS II that you want to add to the CalTOP database, you need to prepare the data for export and then send the information to ADP for processing.
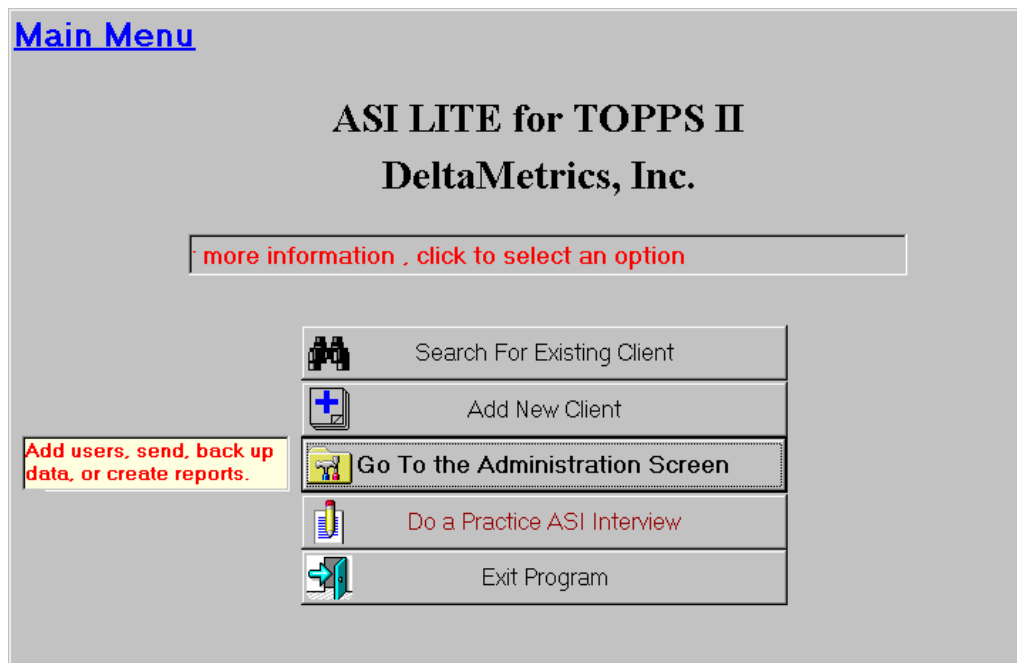
Task 1: Creating ASI TOPPS II Data Files for Export

The first step in sending ASI TOPPS II data to the CalTOP server is to create an export file containing
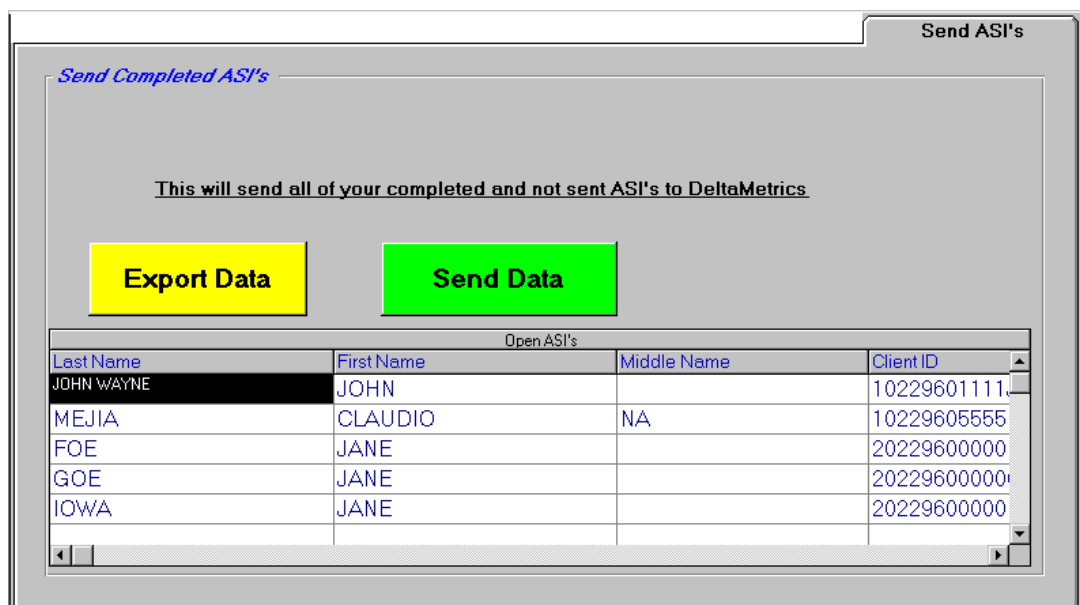
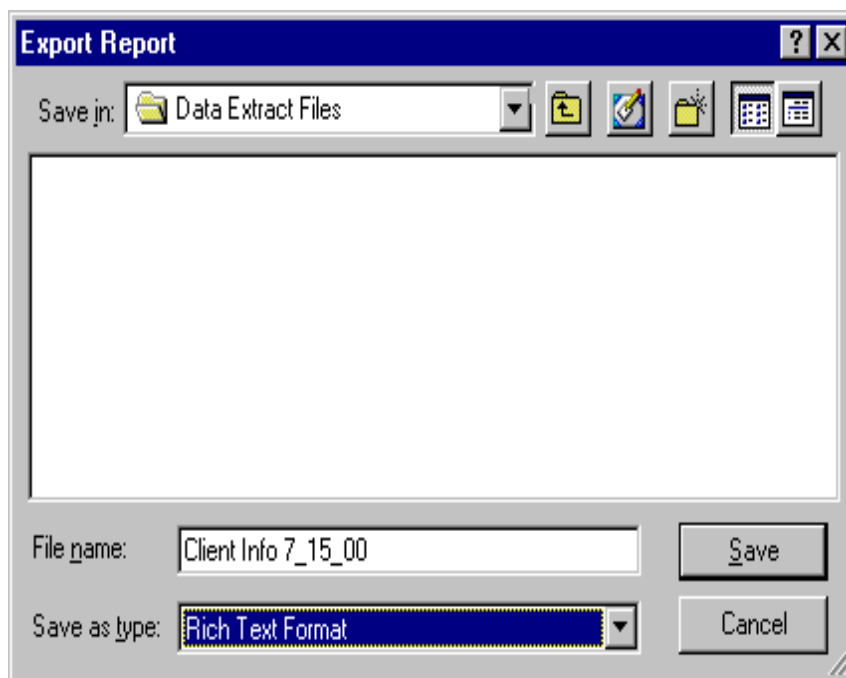the ASI TOPPS II records you want to add to the CalTOP database.

What to do   **Results/Comments**

1. On the Main Menu, click **Go To The**   The Administration screen is displayed.
    Administration Screen.

2. Click the **Send ASI's** tab.

3. Click **Export Data**.   The Export dialog box is displayed.

What to do	**Results/Comments**

Export Report

Save in: Data Extract Files

File name: Client Info 7_15_00   Save

Save as type: Rich Text Format   Cancel

| 4.	In the **File Name** field, type the name of the file for export. Skip to step 6.	The Select File dialog box is displayed. The following filename and location is displayed by default: C:\Program Files\DeltaMetrics\ ASI - TOPPS II\Exportmmddyyyy.txt
	– or –	
	Next to the **File Name** field, click **Select**.	The last part of the filename is the current date.
5.	Select the name of the file you want to use, and click **OK**.	The Select File dialog box closes, and the file name is displayed in the **File Name** field.
6.	Under **Which ASI's Do You Want To Export**, select **All**, **New**, or **By Date**.	The **All** option exports all ASI TOPPS II transactions. The **New** option exports only new transactions not yet exported. The **By Date** option lets you select a range of transaction dates to export.
7.	Click **OK**.	The Export dialog box closes. When the process is complete, ASI TOPPS II displays the message, "Export Completed."
8.	Click **Close** to return to the Administration screen.	

Task 2:   Sending ASI TOPPS II Data to the CalTOP Server

After you create the file to send to the CalTOP server, you need to create a secure e-mail message which will send your data to CalTOP as an attachment. ADP's ECXpert, an automated document manager, will receive the e-mail, and pass the text export file on to be processed by CalTOP. Use the following

steps to create and send encrypted ASI TOPPS II data to the CalTOP server.

What to do	Results/Comments
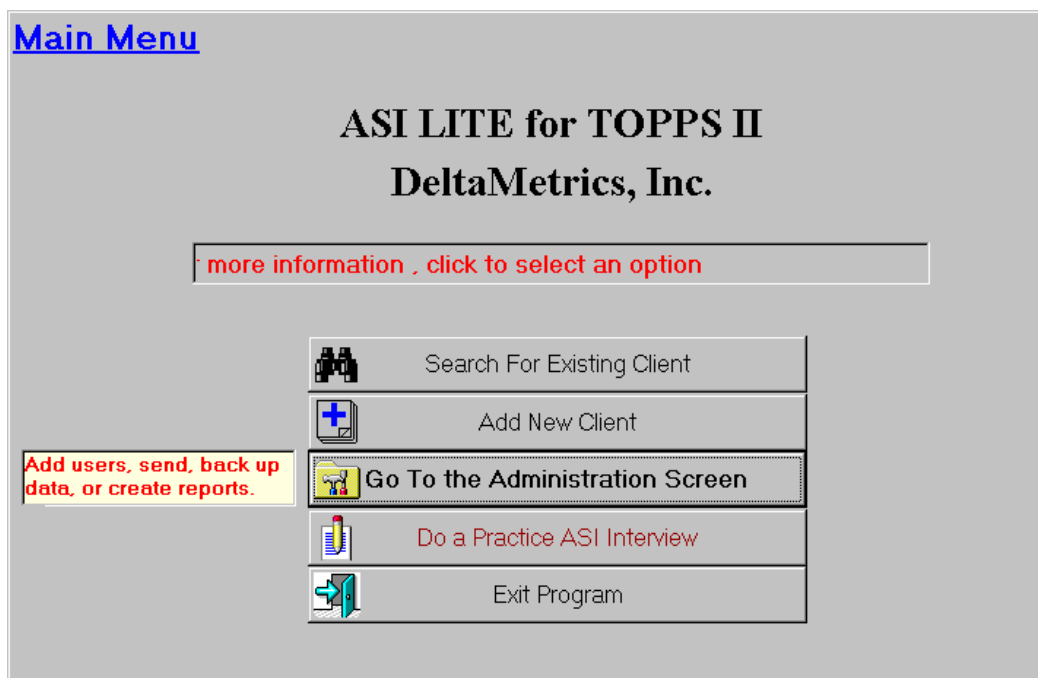
1. Create a new e-mail message.

   For more information about creating e-mail messages, see your Microsoft® Outlook Express manual or online help.

2. In the **To** field, type: ecx_toppsii@inp.cahwnet.gov

3. In the **Subject** field, type: ASI TOPPS II file

4. Leave the body of the message blank.

5. On the **Insert** menu, click **File Attachment**.

   The Insert File Attachment dialog box is displayed.

6. Locate and select the name of the file you create in Task 1, steps 4-6.

7. Click **Attach**.

   The Insert Attachment dialog box closes, and the file name is displayed in the **Attach** field under the **Subject** field in the message.

What to do	Results/Comments
8. On the **Tools** menu, click **Digitally Sign**. – or – On the toolbar, click .	The **Sign** button is selected on the toolbar, and a check mark is displayed next to **Digitally Sign** on the **Tools** menu. Your digital signature must be selected when sending ASI TOPPS II files to ADP.
9. On the **Tools** menu, click **Encrypt**.	The **Encrypt** button is selected on the toolbar, and a check mark is displayed next to **Encrypt** on the **Tools** menu. The encryption feature must be selected when sending ASI TOPPS II files to ADP.
10. Click **Send**.	

You can set up Outlook Express to digitally sign and encrypt messages by default. On the **Tools** menu, click **Options**. In the Options dialog box, on the **Security** tab, select the **Digitally Sign** and **Encrypt** checkboxes.

Receiving ECXpert E-mail Receipts and Results

After you have sent the e-mail message with ASI TOPPS II data to the CalTOP server, you will receive two e-mails, one indicating the receipt of the data, and the second with the processing results. If you don't receive both e-mail messages within 24 hours, contact the CalTOP Helpdesk.

- First, ECXpert will send an immediate e-mail confirmation message that your file was received by ADP. See "Sample Message 2" on page 243 for an example.

- Second, CalTOP sends an e-mail confirming the file was processed, which includes a count of successful transactions and the batch number (you can use the number to locate the information in CalTOP). See "Sample Message 3" on page 244 for an example.

Batch Key Numbers

When you send the ASI TOPPS II data to CalTOP, a Batch Key number is generated and assigned to the file. CalTOP sends this number to you in the confirmation e-mail, as described in the next section. You can use the batch key to select data for some reports in CalTOP. For more information on generating reports, see "Generating Reports" on page 90.

If your User ID allows access to multiple providers, you must sign in as the same provider who sent the inbound ASCII file to view the Batch Submission Report.

Troubleshooting ASI TOPPS II Data Exports

If you receive error messages when you are finished sending a transaction to the CalTOP server, you need to evaluate and correct the transaction(s) in the ASI TOPPS II software before resubmitting the data. In April, 2001, the CalTOP system began checking for consistency between data records. These "relational edits" may result in new error messages appearing in your second E-mail response from ECXpert.

✎ You can review errors in submitted ASI TOPPS II data through the Batch Submissions – Detail Report in CalTOP.

You may receive one of the following error types while submitting ASI TOPPS II data:

- a field value is not valid.

- a field value is valid for the ASI TOPPS II software, but not for the CalTOP system.

- when historical or cross-field edits fail.

In all cases, you must correct the data in ASI TOPPS II and resubmit the data to CalTOP.

To correct an ASI TOPPS II entry, use the Copy function in Delta Metrics to create a new, editable record from the errant one. The following steps must be performed:

- Open **ASI TOPPS II** software and log on

- Click the **Go To the Administration Screen** button

- Click the **Security** tab

- If the **Allow ASI Copy** field is checked, ignore the next 3 steps. If not, click the **Edit** button at the top of the screen

- Check the **Allow ASI Copy** field

- Click the **Save** button at the top of the screen

- Click the **Main** button at the top of the screen

- Click the **Search for Existing Client** button

- Enter information known on the client and click the **Search** button

- Double-click on the client you're working with who appears in the list

- Under the **Prior Interviews** section, make sure an ASI is selected. The copy function will make a copy of the most recent ASI, so you can have any of the closed ASI's selected. You may not add an ASI unless all Prior Interviews are marked Completed or Closed

- Click the **Add ASI** button at the top of the screen

- Click **Yes** on "Do you want to work from a copy of the most recent ASI?" message box

- Go to the location in the ASI where the error is located and **correct** it

- **Tab through** the rest of the ASI, until you get to the Scores section

- Click the **Close ASI** button at the top of the screen

- Click **No** on "Would you like to review any part of this interview before a permanent non-editable record is created?" message box

- Enter the correct information in the next two fields

- Click the **Finish Closing Your ASI** button

- Export this ASI and send it to CalTOP. See "Sending ASI TOPPS II Data to the CalTOP Server" on page 109

Viewing ASI TOPPS II Data in CalTOP

Data you import into the CalTOP database from ASI TOPPS II cannot be viewed or modified in CalTOP – you must use the Data Extract function to view the data. For more information, see "Exporting and Extracting Report Data from CalTOP" on page 98. To update ASI TOPPS II data imported into CalTOP, you must delete the record from CalTOP, then import the updated ASI TOPPS II record into CalTOP using the steps in "Sending ASI TOPPS II Data to the CalTOP Server" on page 111.

C. Lesson Review

In this lesson, you learned how to:

- Access the ASI TOPPS II software from your PC

- Export completed ASI TOPPS II records

- Send ASI TOPPS II data via e-mail to the CalTOP server

Quiz

Test your knowledge by answering the following questions:

1. When you enter data in ASI TOPPS II, it is automatically updated in the CalTOP system.

    True   False

2. You need to identify yourself to ADP as a provider and exchange certificate information before you can send ASI information to CalTOP.

    True   False

3. All data you enter in ASI TOPPS II can be transferred to the CalTOP system.

    True   False

4. You send ASI TOPPS II records to CalTOP through e-mail messages.

    True   False

1. F 2. T 3. F 4. T